



Department of

**Human Services**

# Family Day Care Homes

## 2021 Workshop

# Training Topics

Getting Started

Program Integrity

Program Eligibility

Alternate Approval Policy

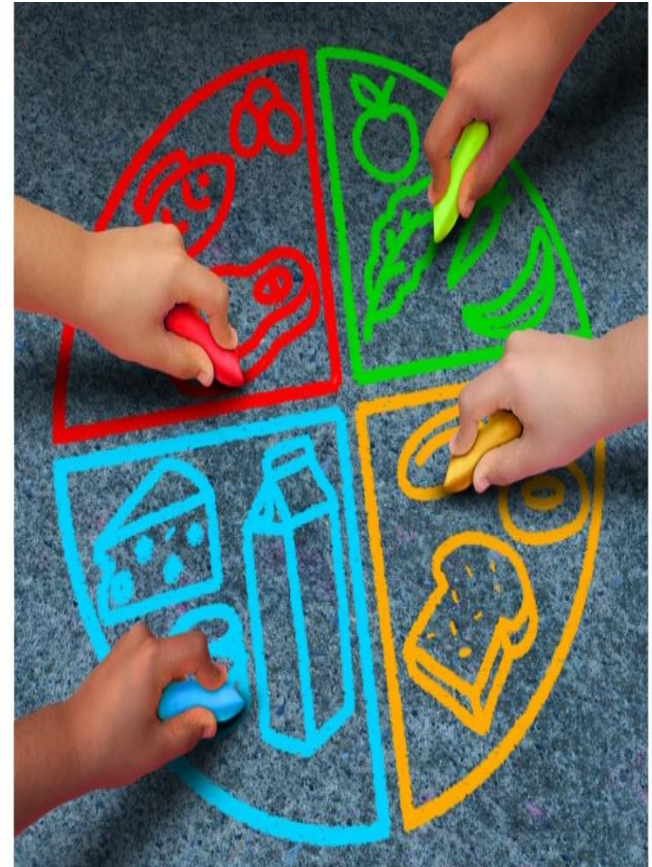
Recordkeeping & Claims

Serious Deficiency Process

Monitoring and Oversight

Ounce Equivalents

Creditable Meals



# Getting Started



# TIPS Access

## (New Institutions)

Email **CACFP.DHS@tn.gov**

- DUNS
- FEIN
- Name of Organization
- Your name and title within the organization
- Your organization's address
- The email address associated with your organization
- Telephone number including area code
- Type of Organization
  - Government Agency
  - Educational Institution
  - For-Profit Organization
  - Indian Tribe
  - Military Installation
  - Private Non-Profit Organization
  - Other

# Data Universal Numbering System (DUNS)

**00-001-0001**

**Nine-character number**




**Used to track how federal money is  
allocated**

**Sponsors need to apply with Dun &  
Bradstreet (D&B)**

**Free of charge**

**<https://fedgov.dnb.com/webform>**

[HOME](#)[SEARCH RECORDS](#)[DATA ACCESS](#)[CHECK STATUS](#)[ABOUT](#)[HELP](#)

-  **ALERT:** June 11, 2018: Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements.
-  **ALERT:** SAM.gov will be down for scheduled maintenance Saturday, 05/11/2019, from 8:00 AM to 1:00 PM (EDT).
-  **ALERT:** CAGE is currently experiencing a high volume of registrations, and is working them in the order in which they are received. When your registration is assigned to a CAGE Technician, you will be contacted by CAGE, if necessary, for any additional information.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

## Getting Started

Create A User Account



Start by creating a SAM user account.

Register Entity



After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records



Do a public search for existing entity registration records or exclusion records.

# Federal Employer ID Number (FEIN)



9 digit number  
assigned by the IRS

Separate from  
the tax-exempt  
status

<https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

# Bond Requirement & Background Check

- Information can be found in TIPS
- Background check is required for the person listed as Executive Director/Owner
- A bond is required for all new participating Sponsors
  - If you participate in SFSP you still need a separate bond for CACFP

# How do you get paid?

- Submit the Supplier Direct Deposit Authorization Form (ACH) to the Department of Finance and Administration
  - Along with your W-9
- Optional to upload in TIPS
- You cannot be paid until this is submitted and accepted

# Reimbursement Rates

Centers	Breakfast		Lunch/Supper		Snacks	
Paid	\$0.33		\$0.35		\$0.09	
Reduced	\$1.67		\$3.26		\$0.50	
Free	\$1.97		\$3.66		\$1.00	
Cash-In-Lieu			\$.26		\$.26	
Day Care Homes	Tier I	Tier II	Tier I	Tier II	Tier I	Tier II
	\$1.40	\$0.51	\$2.63	\$1.59	\$0.78	\$0.21
Administrative Reimbursement Rates	Initial 50	Next 150	Next 800	Each Additional		
	\$126	\$96	\$75	\$66		

# Questions



# Program Eligibility



# CACFP Eligibility (Sponsor)

- Family day care homes may participate in the CACFP **only** through an eligible sponsoring organization
  - Sponsors accept all administrative and financial responsibility for operating the Program in the homes they sponsor
  - Sponsors receive monthly meal reimbursements from TDHS that they \*pass to their sponsored homes
    - \*Within **5** days of receipt from TDHS
- Must be a public institution or a private non-profit organization

# CACFP Eligibility (Provider)

- Must be licensed or have approval to participate under the Alternate Approval Procedures
- Must be in the provider's private residence (home)
- Commercial properties are not eligible to participate
- May not provide care for any one enrolled child for 24 hours per day

# FDCH Classifications



Licensed Group Home



Licensed Family Day Care Home



Alternate Approval Home (Not Licensed)

# CFR Guidance: 7 CFR § 226.6(d)(4).

- “Daycare homes shall have current Federal, State or local licensing or approval to provide day care services to children.”
- “Each State agency shall establish procedures to review information submitted by institutions for centers or homes for which licensing or approval is not available in order to establish eligibility for the Program.”
- In Tennessee daycare homes that care for more than four (4) children (related and unrelated) are able to get licensed. Daycare homes caring for more than four (4) children must be licensed or registered through the Childcare Certificate Program in order to be eligible for participation in CACFP
- October 1, 2019 all homes must have a license or decrease to 4 children because the rules state that if a home can get licensed, it must be licensed, and TN will license homes with 5 or more children

# Licensed Group Home

- The maximum number of children in a group home is 12 plus 3 additional school-age children
- Each licensed group home may provide care for up to 15 eligible children, if:
  - All children who are served above the initial license limit of 12 children must be of school-age;
  - School-age childcare is part of the overall program of care

# Licensed Family Child Care Home

- May receive CACFP meal reimbursements for up to seven (7) eligible children in addition to the provider's own eligible children
- May not claim for reimbursement more than five (5) of the provider's own eligible children

# Alternate Approved Home (Not Licensed)

- May receive CACFP meal reimbursements for up to four (4) children total (related plus unrelated) during a 24-hour period
  - At least one (1) unrelated child must be present to claim CACFP meals
- Related Children means children of the following relationships by marriage, blood or adoption to the primary caregiver:
  - children, step-children, grandchildren, siblings, step- siblings, nieces, and nephews
- Related children also include foster children who are in the custody of the primary caregiver

# Sponsor Responsibilities (Staff/Child Ratios)

- The sponsoring organization is responsible for complete oversight
- Tennessee Licensing Standards
  - The home provider's own children who are in care and under the age of 9 are counted in the maximum ratios of caregivers to children
  - Refer to <https://publications.tnsosfiles.com/rules/1240/1240-04/1240-04-12.pdf> and your local licensing office for more information

# Illegal Child Care

- More than 4 unrelated children in the home
- Not following the staff/child ratios
- Reports can be made to
  - Child Care Complaint Hotline
    - 1-800-462-8261
  - Child Care Complaint e-mail
    - [ChildCareServices.DHS@tn.gov](mailto:ChildCareServices.DHS@tn.gov)
- Notify your assigned DHS Program Specialist

# Eligible Children

- Children enrolled in family day care homes who are 12 years of age or under
- Children of migrant workers 15 years of age or younger
- The provider's own children in care when
  - the household income is at or below 185% of the poverty level **and**
  - at least one (1) enrolled non-residential child for a licensed home is present **and**
  - at least one (1) enrolled unrelated child for an alternative approved home is present and participating in the meal service

# Provider Classification

- Tier I: All meals reimbursed at the higher rate
  - Classified by location of the home
    - Provider must submit Income Eligibility Applications to receive reimbursement for their own children
  - Classified by Provider's income
- Tier II: Only meals served to qualifying children are reimbursed at the higher rate

# Alternate Approval Policy



# Alternate Approval Policy

- Homes which provide care for four (4) or fewer children who are unrelated to the Providers do not have to be licensed by DHS to provide childcare services
- Homes must meet the qualifications and requirements contained in the Alternate Approval Procedures to be eligible for CACFP participation

# Provider Basic Qualifications

- Be at least 18 years of age
- Have good character and reputation and possess adequate intelligence, stability, and physical stamina to operate a child care home
- Fully understand the nondiscrimination policy
- Fully complete and submit a Self-Certification Form for Alternate Approval
- Provide child care at the location identified by the Sponsor
- Agree to scheduled and unscheduled compliance visits
- Cannot be listed on the National Disqualified List (NDL)

# Child Care Standards

- At least one adult caregiver must be present and supervising the children at all times
- The Provider should not be employed at any other occupation during the hours that childcare is provided
- The total number of children in care must not exceed four (4) unrelated children during a 24-hour period
- At least one (1) unrelated child must be in care at the time of each meal service that is claimed for CACFP reimbursement

# Health and Safety Requirements

- Sponsors should be familiar with health and safety standards providers are required to follow
- Health and Safety Checklist must be completed by the Sponsor for Alternative Approved Day Care Home providers that do not have a current health or safety inspection
- Please refer to 7 CFR §226.20(l) for Health and Safety Requirements

# HS 1962 Form

- The HS-1962 form is required to be submitted for each childcare home provider.
- In addition, if the provider is:
  - Licensed, submit a valid license, or
  - Alternate Approved, submit the Health & Safety Checklist

	<b>Tennessee Department of Human Services</b> <b>Agreement Between Sponsoring Agency and Child Care Home Provider</b>
--	--

Instructions: Two (2) originals of this Agreement must be completed and signed by the Sponsoring Agency and the Child Care Home Provider. The Sponsoring Agency and the Child Care Home Provider are each to retain one (1) of the originals for their records.

This Agreement is entered into this the  day of , 20, by and between the

hereinafter referred to as the

"Sponsoring Agency," and

, hereinafter referred to as the "Provider."

This Agreement specifies the rights and responsibilities of the Sponsoring Agency and the Provider as participants in the Tennessee Department of Human Services' ("TDHS") Child and Adult Care Food Program ("CACFP").

**A. RIGHTS AND RESPONSIBILITIES OF THE SPONSORING AGENCY**

**1. The Sponsoring Agency agrees to:**

- a. Determine the eligibility of the Provider for Tier I classification and meal reimbursements by applying public school or census data provided by TDHS; or by receiving a completed income eligibility application from the Provider to determine if the Provider's household is eligible for free and reduced-price meals. A child care home will have Tier I classification if it is:
  - I. located in a geographic area defined by the U.S. Census data in which at least 50 percent (50%) of the children residing in the area are members of households whose incomes meet the income eligibility guidelines for free or reduced-price meals under the National School Lunch Act ("NSLA"); or
  - II. located in the attendance zone for an elementary school in which at least 50 percent (50%) of the total number of children enrolled are certified eligible to receive free or reduced-price school meals under the NSLA; or
  - III. It is operated by a provider whose household meets the income eligibility guidelines for free or reduced-price meals under the NSLA and whose income is verified by the Sponsoring Agency.

# Sponsor Compliance Visits

- Initial visit is to be announced
- Visits to investigate complaints are to be unannounced
- Visits occur during normal operating hours
- Failure to allow access to the home will constitute as good cause for the denial or revocation of the participation in the program
- It is your responsibility to report illegal childcare
  - Child Care Complaint Hotline 1-800-462-8261
  - [ChildCareServices.DHS@tn.gov](mailto:ChildCareServices.DHS@tn.gov)

# Length of Approval

- One (1) year
- Provider is notified at least 30 days prior to the end of the one-year term of the need to make an application for the new one-year period

# Questions



# Recordkeeping and Claims



# Overview 7 CFR 226.16(e)

- Sponsoring organizations must establish and consistently follow procedures for collecting, maintaining, and retrieving records for their sponsored facilities. Records can be both electronic and in paper form.
- These standard operating procedures (SOP) must be in writing and included in their management plans
- This includes written policies and procedures for both the sponsoring organizations and their facilities

# Purpose and Importance

- Vital to reimbursement
- Proof funds support CACFP
- Why the struggle?



# Common Challenges



- The shoebox
- Searching to locate records while review is taking place
- Forgetting point of service
- Records are simply not available or nonexistent



# Impact of Poor Recordkeeping



- Findings and Serious Deficiencies
- Denial of claims
- Repay prior reimbursements

# Records Maintenance and Tracking

Sponsoring organizations and facilities are responsible for maintaining and tracking **TWO** types of records

## Program

Records that demonstrate the successful operations of the CACFP

## Financial

Records that demonstrate the financial compliance of the CACFP

# Program Records

- Training
- Audit Services Review
- Daily Menu Records
- Meal counts
- Enrollment
- Attendance
- Income Eligibility Applications
- Monitoring records



# Records Management

**Q: Why are good records important?**

**A: If it is not written down, it did not happen.**



# Records Management

## Retention:

Records should be kept for a period of three years plus the current year unless there is an audit exception.



## Retrieval:

Records must be readily available for retrieval and access upon request.

# Best Practices



- ☐ Organize records by month and vendor
- ☐ Check files periodically
- ☐ Ensure your staff has access
- ☐ Keep current month plus prior 12 months onsite
- ☐ Offsite storage
- ☐ Produce records within a reasonable timeframe

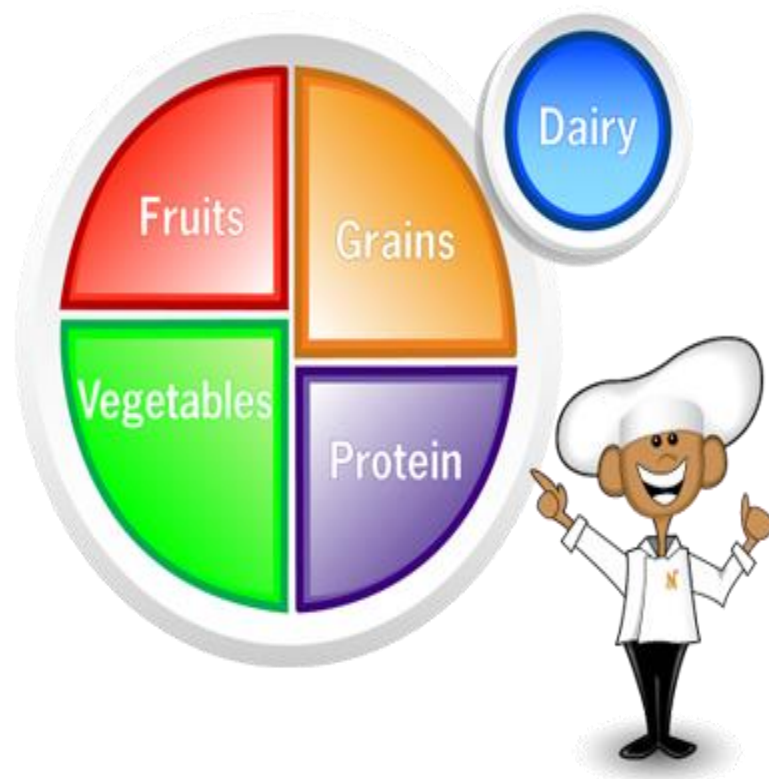
# Recap

- Maintaining accurate, complete records is vital and will have a positive impact on the success of your program.
- The sponsor is responsible for the records, no matter who maintains them.
- There are a variety of records that must be kept.
- Records should be available for review upon request.



# Claims Overview

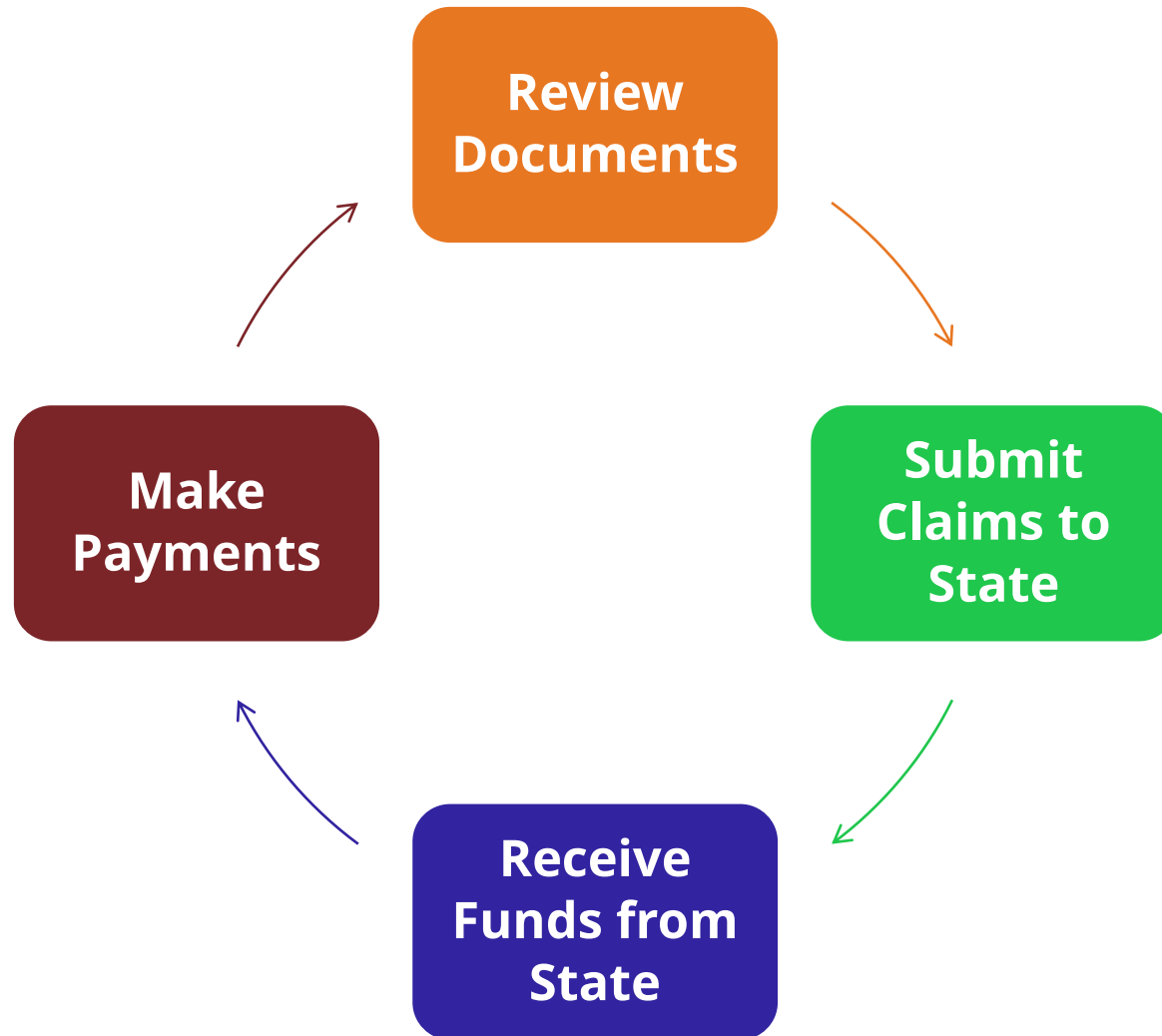
- USDA provides funds to State agencies who, in turn, provide funds to sponsoring organizations
- Sponsoring organizations are responsible for:
  - Reviewing,
  - Validating, and
  - Filing claims on behalf of their facilities
- Claims must comply with CACFP requirements



# Your Role in the Claims Process



# Claims Processing Workflow



# Claim Edit Checks

Sponsoring organizations are **required to perform edit checks** prior to the submission of a claim to ensure it is valid.

## Edit Check #1:

Verify that each provider has been approved to serve the types of meals claimed.

## Edit Check #2:

Compare the number of participants enrolled to the number of meals claimed.



# Recommended Edit Checks



Attendance to  
Meal Counts

Claims for  
More Meals  
than Allowed

Meals Claimed  
for More Days  
than Allowed

Meal Pattern  
Requirements

# Red Flags

Claiming more participants than normally in attendance

Inflated meal counts

Irregular claiming percentages

Use of correction fluid

Meals claimed when a facility is closed

Missing signatures

Disallowed items

Missing or incomplete records

# Impact of Invalid Claim Submission

- Denial of claim payments
- Request for reimbursement of paid claims
- Fines
- Possible imprisonment



# Best Practices

- ☐ Perform additional edit checks
- ☐ Use an electronic claims recordkeeping system that has an audit trail feature
- ☐ Implement an internal second-party review of your claims
- ☐ Establish and communicate a recurring deadline



# Recap



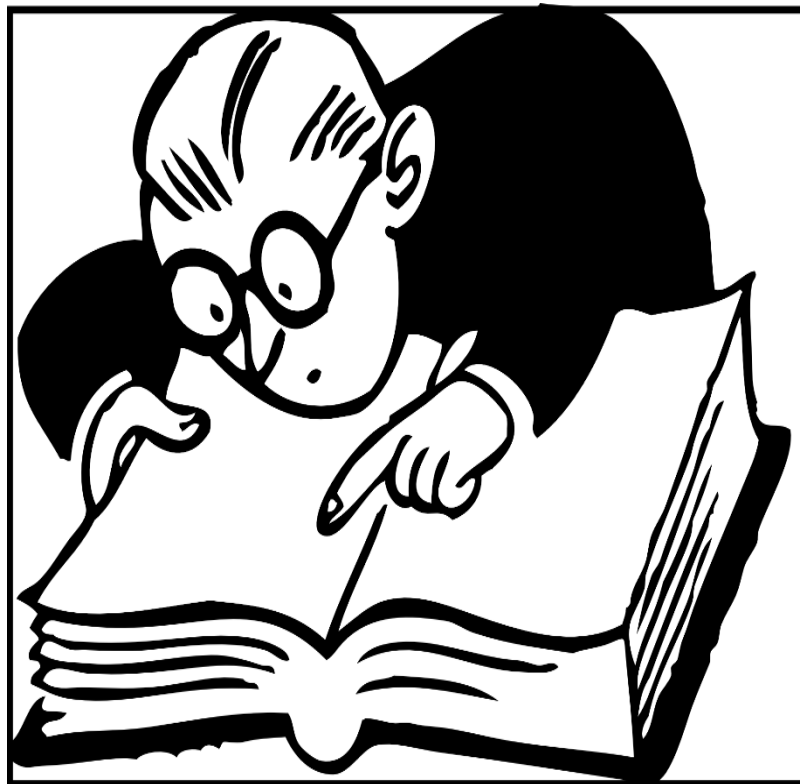
- Submit claims within 60 days
- Pay providers within five business days
- Conduct edit checks
- Hold providers accountable
- Provide technical assistance

# Questions



# What is Serious Deficiency?

**Serious deficiency (SD) is the status of an institution or day care home determined to be noncompliant in one or more aspects of its operation of the Program.**



# What Serious Deficiency is Not...

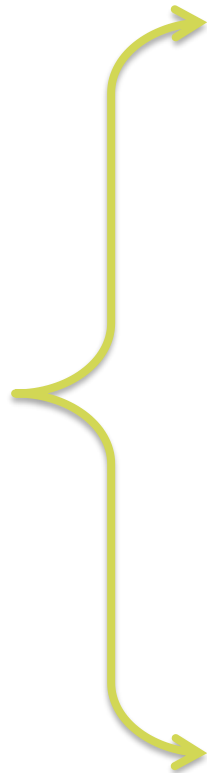
It is **not** meant to *scare or overwhelm*.



It is **not** a route to immediately terminate and disqualify without **Due Process**.

# Purpose of Serious Deficiency

## SD PROCESSES



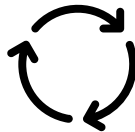
**IDENTIFY** NON-COMPLIANCE



**REQUEST** CORRECTIVE ACTION



**PREVENT** RECURRENCE



**DUE PROCESS**

# Roles and Responsibilities

**Sponsoring organizations are **required** to:**

- 1. Provide training and technical assistance;**
- 2. Monitor performance;**
- 3. Develop your SD process; and**
- 4. Initiate and follow the SD process.**



# Roles and Responsibilities, Continued...



## Sponsor Documentation

1. Written Complaints
2. Monitoring Visit Forms
3. Proof of Training

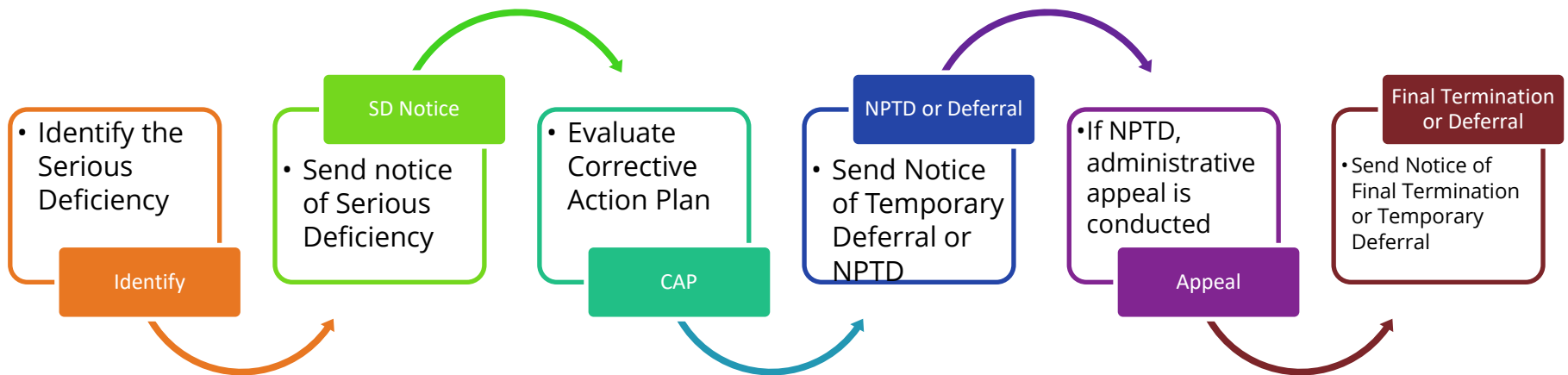
# Roles and Responsibilities, Continued...

Sponsor's role does **not** include:

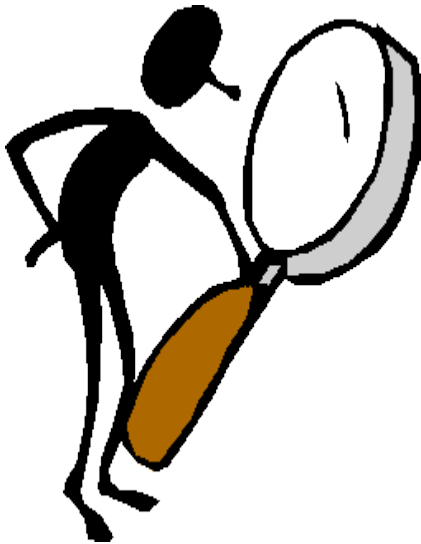
- ❌ **Manage responsibilities for day care homes and unaffiliated centers;**
- ❌ **Adjusting paperwork to make a valid claim;**
- ❌ **Negotiating with sites:**
  - serious deficiency
  - corrective action



# Six-Step Serious Deficiency Process



# Step 1: Identifying the Serious Deficiency



## **Possible** reasons for a SD finding:

- False information
- False claims
- Participation under more than one sponsoring organization
- Meal-pattern requirements
- Recordkeeping
- Health or safety violations:  
**Suspension**
- Convictions
- Training

## Step 2: Notice of Serious Deficiency

## Issue a written Notice of Serious Deficiency

- Certified mail, return receipt or private delivery service, or email
- Send to DHS at the same time
- List all RP/Is
- List findings and cite Regulations
- List corrective action request and deadline
- Instructions for submitting CAP

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear \_\_\_\_\_,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your friend,

\_\_\_\_\_

## SD determinations are not appealable.

# Corrective Action Plan (CAP)

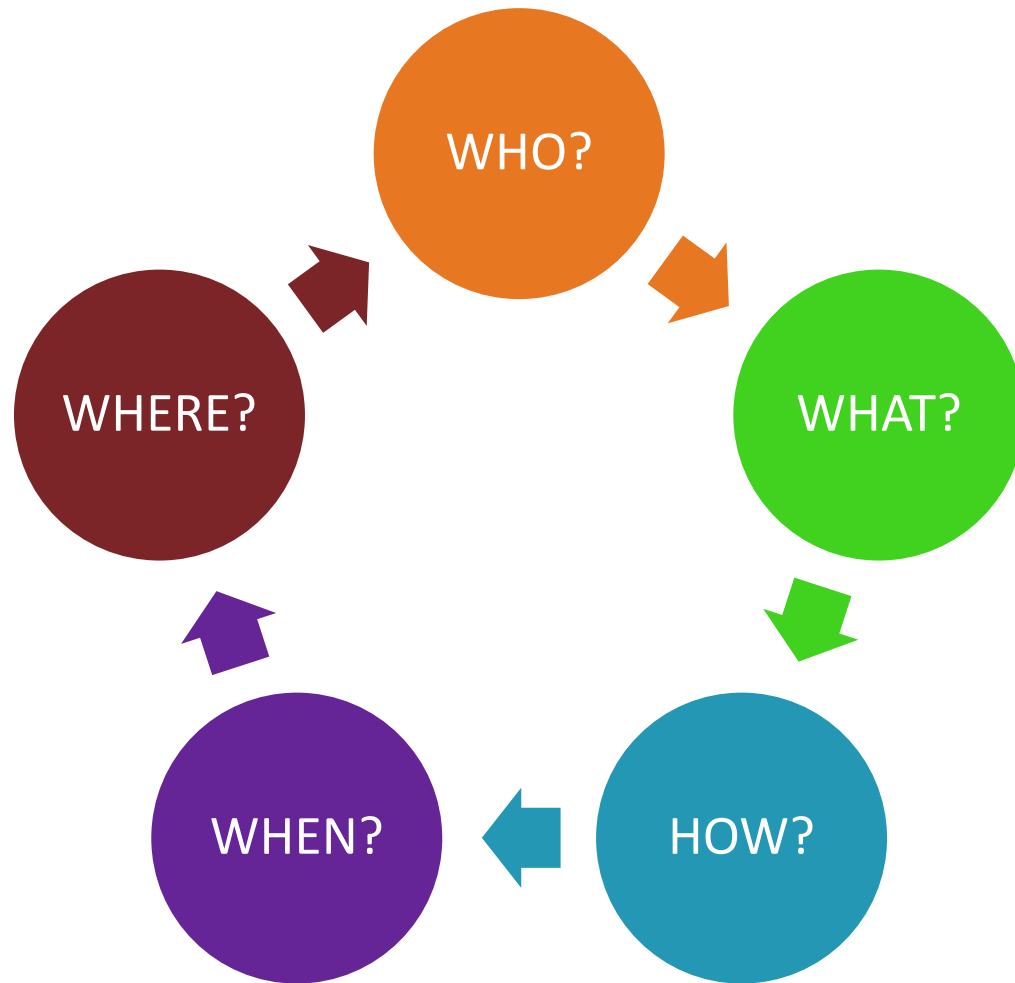
Purpose: to provide the sponsored facility a chance to *fully* and *permanently* correct the serious deficiency.

CAP request must be:

- Clearly written
- Related to CACFP Regulations
- Provide an opportunity to correct finding
- Realistic deadline



# Corrective Action Plan Elements



# Corrective Action Plan: Deadlines

Include a deadline date for CAP.

Based on:

- The type of finding that led to the deficiency and
- The amount of time needed to fully and permanently correct

Note: 30 calendar days max



# Questions



# Monitoring and Oversight

# Monitoring Defined

## *IT IS...*

- An evaluation or assessment of the facility program operation
- A required program oversight activity

## *IT IS NOT...*

- Training
- Technical assistance
- Claim processing and reimbursement

# Oversight Defined



*Oversight* is sponsoring organizations providing regulatory supervision over their sponsored facilities

# The Purpose of Monitoring



The purpose of monitoring is to examine and ensure facilities **comply** with the **CACFP** requirements

# Why is Monitoring Important

Monitoring accesses the ability of child and adult care facilities to adequately plan, prepare, serve, and document reimbursable meals

# The Importance of Monitoring

The sponsor-facilities relationship works best when it promotes mutual respect.

Ultimately, you

- Must **assess** program compliance
- Should **improve** program quality and operations, and
- Should **empower** and motivate facilities to operate an effective program

# Monitoring Types

## Preapproval Visits

- 7 CFR 226.16 (d)(1)

## Compliance Review

- 7 CFR 226.16(d)(4)(i)-(iii)

## Follow-up Reviews

- 7 CFR 226.16(d)(4)(v)

# Preapproval Visits

## *You must*

- Visit facilities that wish to participate in the program
- Discuss program benefits and requirements
- Assess the facility's ability to operate the proposed meal service
- Visits occur before operating the CACFP

# Compliance Visits

## ***You must***

- Visit and spend enough time at the facility to assess its compliance with program requirements
  - Reviewing records
  - Observing meal service
  - Discussing findings and requesting corrective action
- Three (3) on-site visits within a year
  - No more than six (6) months between reviews
  - The first review must be made within the first four (4) weeks of the Program operation
  - Two (2) unannounced visits and one of these must include a meal service observation

# Follow-up Reviews

***You must “**follow up on**” specific program areas at Family Day Care Homes when***

- A serious deficiency is found in a previous review, or
- If required by TDHS and/or your policies

# Understanding Staffing Requirements

## Is your monitoring staff...

- ✓ Adequate in number for sponsoring organization?
- ✓ Knowledgeable and trained in the required program areas?
- ✓ Duties and responsibilities separated to ensure no conflict of interest?

# Monitoring Elements

## Meal Pattern

Food components that must be served to participants

## Licensing or Approval

Sponsored facilities must be licensed or approved through Federal, State, or local authorities

## Training Attendance

Training on Program duties and responsibilities to key staff

# Monitoring Elements

## Meal Counts

Daily records indicating the number of meal counts by type

## Enrollment and Eligibility

Documentation of enrollment and eligibility of each participant

## Menus

Dated menus for each meal type must be kept for all participants

# Monitoring Elements

## 5 Day Meal Reconciliation

Reviews must examine the attendance and meal counts recorded by the facility for 5 consecutive days compared to that day.

## Nonprofit Food Service

Documentation of a nonprofit food service to ensure that all reimbursement funds are used properly

## Other Requirements

Ensure that applicable required notices and information are prominently posted and/or provided to parents

# Questions





Department of

**Human Services**

# Office of Inspector General Audit Services

CACFP

## Food Program Monitoring Overview

# Introduction

- ❑ The DHS Office of Inspector General (OIG)-Division of Audit Services is responsible for conducting auditing and monitoring contract agreements in connection with the various programs that DHS administers, including CACFP. Food Programs monitoring is a subdivision of Audit Services that conducts monitoring reviews of CACFP sponsoring organizations and related feeding sites.**

# Review Criteria

- ❑ All Sponsoring Organizations are not required to be reviewed annually. DHS follows the review guidelines of the USDA and the Office of Management and Budget (OMB) when conducting CACFP monitoring reviews. In addition to the Sponsors that DHS monitor, the state's Comptroller Office auditors may also conduct auditing of the DHS programs. This is separate from DHS monitoring.

# Review Criteria

- Conduct a review of every new sponsor at least once during the first year of operation
- Conduct a review of each Sponsor at least once every 3 years
- Conduct a review of at least 33% of approved Sponsors each fiscal year
- Conduct a review of every sponsor which experienced significant operational problems in the prior year;
- Conduct a review Sponsors identified as high risk
- Conduct a review of Sponsors with complaints or allegation of fraud

# Preparing for Monitoring Visit

- Review the manuals available thru the USDA
- Follow federal and state regulations related to the CACFP
- Have all required documentation on file and available for review.

# Monitoring of Institutions/Facilities

- Observation of a meal
- Required postings
- Health and Safety
- Applications and enrollment information
- Meal count Records and Attendance

# Sponsor Monitoring Requirements

- Pre-Operational site visit(for new sites)
- All sites must be monitored at least 3 times in a 12 month period. At least 2 visits must be unannounced, and 1 unannounced visit must include a meal observation
- No more than six months elapse between reviews

# Monitoring of Sponsoring Organization

- Review all documentation related to the Claim
- Training documentation
- Meal count and Attendance records for Review Month
- Income Eligibility Forms and Enrollment Forms
- Menus
- Administrative and operational Cost Documentation

# Red Flags

Block Claiming – A claim with no variation in meal counts for a continuous 15-day period

Receipts- Receipts for milk purchased was significantly less than meals the Sponsor claimed requiring milk

Outdated Forms- Forms provided by the Sponsor are outdated, incomplete, or unavailable

Observed meal- Meal Participation for day of observation is significantly less than previous days

# Common Findings

**What do you think was the most common finding in FY21 CACFP Monitoring?**

**A. Sponsor did not purchase enough fluid milk**

**for meals served requiring milk**

**B. Sponsor reported the number of participants in the free, reduced price, and paid categories incorrectly**

**C. Sponsor did not conduct or document monitoring as required**

**D. Sponsor did not document staff training as required**

# CACFP FY 21 Common Findings (1 of 2)

- Sponsor reported the number of participants in the free, reduce-price, and/or paid categories incorrectly
- Menus did not meet the USDA meal pattern requirements
- Sponsors reported meals in excess of attendance
- Insufficient quantities of milk to support the number of meals claimed

# CACFP FY 21 Common Findings (2 of 2)

- Incorrectly reporting the number of participants
- Sponsors did not maintain participant enrollment information
- Sponsors did not conduct or document monitoring as required
- Sponsors not providing documentation of required annual training

# Questions



# Contact Info

- [Lisa.holbrook@tn.gov](mailto:Lisa.holbrook@tn.gov)
- 901-229-5890

# What's New?

- Collection of Race and Ethnicity Data by Visual Observation and Identification in the CACFP and SFSP-Policy Rescission, CACFP 11-2021, SFSP 07-2021
- Ounce Equivalents for Grains, instead of serving sizes, implementation delayed until October 1, 2021.

# Waivers Expiring September 30, 2021

- **Expiration of Nationwide Waivers Due to COVID-19:**
  - #39 Nationwide Waiver of Onsite Monitoring Requirements for Sponsors in the CACFP
  - #40 Nationwide Waiver of Onsite Monitoring Requirements for State Agencies in the CACFP—Extension 2

# Waivers Expiring June 30, 2022 (1 of 3)

- **Expiration of Nationwide Waivers Due to COVID-19**
  - #84 Nationwide Waiver: Cover Letter: Child Nutrition Nationwide Waiver Update for School Year 2021-2022
  - #85 Nationwide Waiver to Allow the Seamless Summer Option through School Year 2021-2022
  - #86 Nationwide Waiver to Allow Summer Food Service Program Reimbursement Rates in School Year 2021-2022
  - #87 Nationwide Waiver to Allow Non-Congregate Meal Service for School Year 2021-2022
  - #88 Nationwide Waiver of Meal Times for School Year 2021-2022

# Waivers Expiring June 30, 2022 (2 of 3)

- **Expiration of Nationwide Waivers Due to COVID-19**
  - #89 Nationwide Waiver to Allow Parents and Guardians to Pick Up Meals for Children for School Year 2021-2022
  - #90 Nationwide Waiver to Allow Specific School Meal Pattern Flexibility for School Year 2021-2022
  - #91 Nationwide Waiver to Allow Specific Meal Pattern Flexibility in the Child and Adult Care Food Program for School Year 2021-2022
  - #92 Nationwide Waiver to Allow Offer Versus Serve Flexibility for Senior High Schools in School Year 2021-2022

# Waivers Expiring June 30, 2022 (3 of 3)

- **Expiration of Nationwide Waivers Due to COVID-19**
- #93: Nationwide Waiver of Area Eligibility in the Afterschool Programs and for Family Day Care Home Providers in School Year 2021-2022
- #94: Nationwide Waiver of Onsite Monitoring Requirements in the School Meals Programs – Revised – EXTENSION
- #95: Nationwide Waiver of Onsite Monitoring Requirements for State Agencies in the Child and Adult Care Food Program – EXTENSION
- #96: Nationwide Waiver of Monitoring Requirements for Sponsors in the Child and Adult Care Food Program – EXTENSION

# Ounce Equivalents



# What are Ounce Equivalents?

- Under the updated meal pattern, program operators will be moving from crediting grains by **servings** to crediting grains by **ounce equivalents**
- One (1) ounce equivalent = **16 grams of grain**



# Why are Ounce Equivalents Important?

- To provide portion sizes that most closely align with the needs of our program participants
- To be consistent with School Meal Programs and Federal dietary guidelines, such as the Dietary Guidelines for Americans and ChooseMyPlate



# What Does This Mean for Me?

- There may be changes to your menu planning process.
- USDA has several tools and resources that will:
  - Leverage technology
  - Incorporate household measures
  - Provide training

# Monitoring of Ounce Equivalents



# Monitoring of Ounce Equivalents

- Same process as monitoring for meeting “servings” of grains under the previous meal pattern requirements
- The goal is to identify needs of technical assistance and to help providers be successful in meeting the requirements
- Monitoring helps to ensure program participants are getting the foods they need in the right amounts to support their growth and health

# Monitoring of Ounce Equivalents



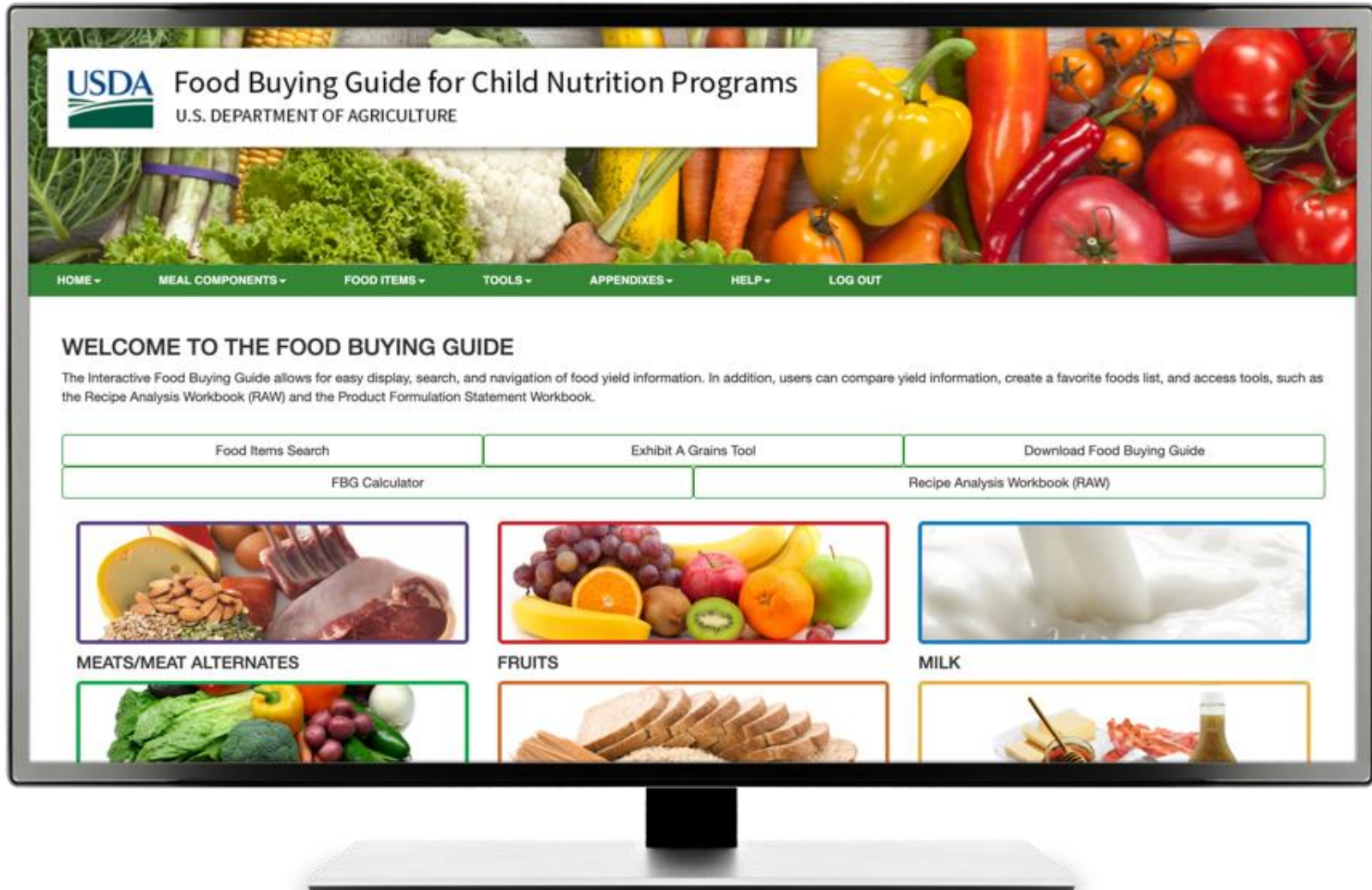
- The purpose of monitoring is to provide technical, consultative, and supervisory assistance to ensure compliance with Program requirements

# Recordkeeping for Ounce Equivalents

- No change for recordkeeping for meeting “servings” under the previous meal pattern

# Expectations

- FNS does not expect providers to weigh all grains to determine amounts to be served
- FNS does expect providers to ensure that meals and snacks include the minimum required amounts of grains
  - The easiest way to do this varies, but may include:
    - Using the Nutrition Facts label
    - Using the Team Nutrition Grains Chart (under development)
    - Weighing (such as for original recipes)
    - Using the Food Buying Guide Exhibit A Tool (under development)



**[foodbuyingguide.fns.usda.gov](http://foodbuyingguide.fns.usda.gov)**

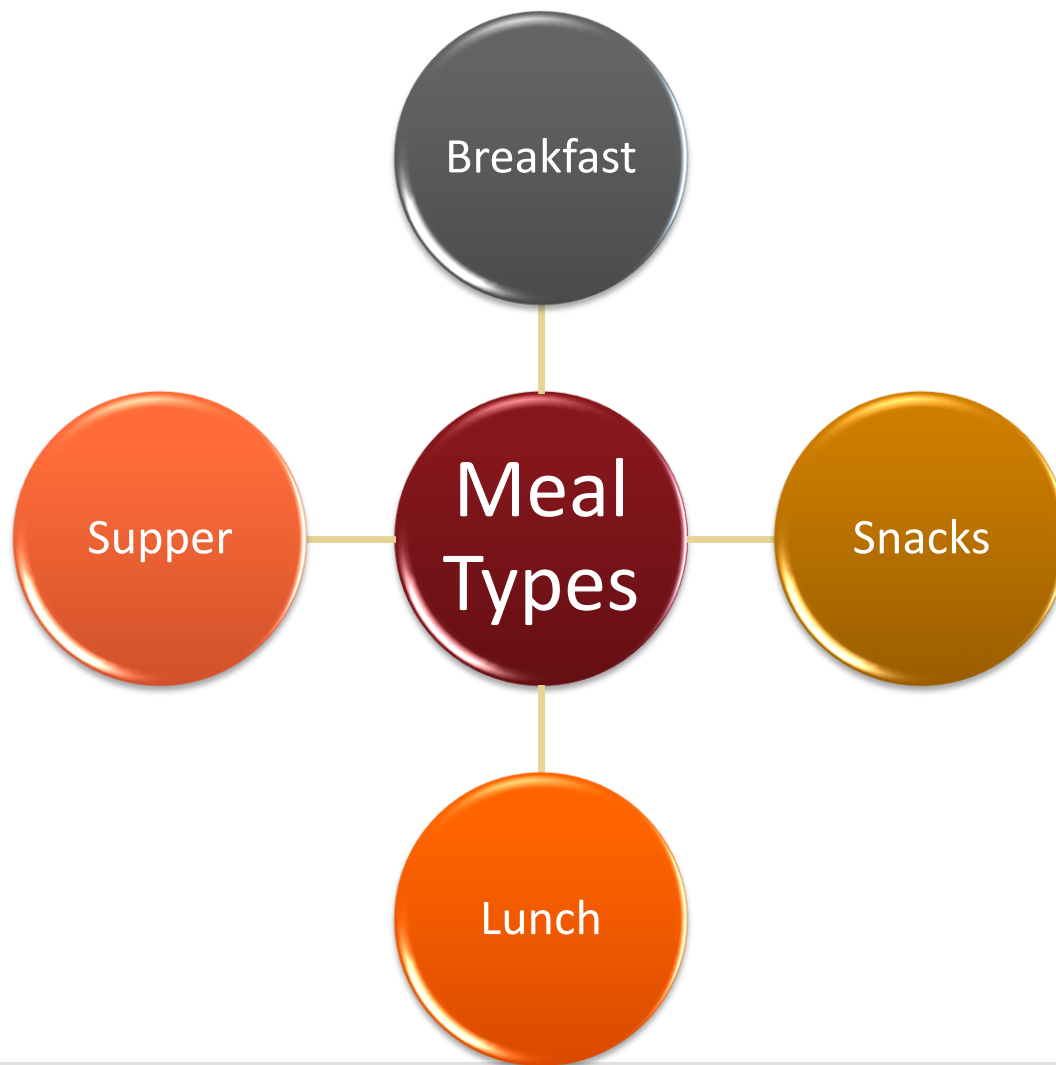
# Questions





# Child and Adult Care Food Program Creditable Meals

This institution is an equal opportunity provider.



Child Meal Pattern Food Components:		Age Group and Serving Size:		
		1 and 2 year olds:	3 – 5 year olds:	6 – 18 <sup>1</sup> year olds:
Breakfast (3 components)	<b>Milk<sup>2</sup></b>			
	Fluid milk	4 fluid ounces	6 fluid ounces	8 fluid ounces
	<b>Vegetables, fruits, or portions of both<sup>3</sup></b> Vegetable(s) and/or fruit(s)	1/4 cup	1/2 cup	1/2 cup
	<b>Grains<sup>*5,6,7</sup></b> *whole grain, whole grain-rich, enriched Bread Bread product such as biscuit, roll, muffin Cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta Ready-to-eat breakfast cereal (dry, cold) <sup>8</sup>  *Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. <sup>6</sup>	1/2 slice 1/2 serving 1/4 cup 1/4 cup  *1/2 OZ. (optional)	1/2 slice 1/2 serving 1/4 cup 1/3 cup  *1/2 OZ. (optional)	1 slice 1 serving 1/2 cup 3/4 cup  *1 OZ. (optional)
Lunch/Supper (5 components)	<b>Milk<sup>2</sup></b>			
	Fluid milk	4 fluid ounces	6 fluid ounces	8 fluid ounces
	<b>Meat and Meat Alternates</b> Lean meat, poultry, or fish <sup>10</sup> Tofu, soy products, or alternate protein products <sup>11</sup> Cheese Large egg Cooked dry beans or peas Peanut butter or soybean butter or other nut/seed butters Yogurt, plain or flavored, unsweetened or sweetened <sup>12</sup> Peanuts, soybeans, tree nuts, or seeds <sup>9</sup>	1 oz. 1 oz. 1 oz. 1/2 egg 1/4 cup 2 Tbsp. 4 oz. or 1/2 cup 1/2 oz. = 50%	1 1/2 oz. 1 1/2 oz. 1 1/2 oz. 3/4 egg 3/8 cup 3 Tbsp. 6 oz. or 3/4 cup 3/4 oz. = 50%	2 oz. 2 oz. 2 oz. 1 egg 1/2 cup 4 Tbsp. 8 oz. or 1 cup 1 oz. = 50%
	<b>Vegetables<sup>3,4</sup></b>			
	Vegetables	1/8 cup	1/4 cup	1/2 cup
	<b>Fruits<sup>3,4</sup></b>			
	Fruits	1/8 cup	1/4 cup	1/4 cup
	<b>Grains<sup>*5,7</sup></b> *whole grain, whole grain-rich, enriched Bread Bread product such as biscuit, roll, muffin Cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta	1/2 slice 1/2 serving 1/4 cup	1/2 slice 1/2 serving 1/4 cup	1 slice 1 serving 1/2 cup

# Creditable Components

1. Fluid Milk

2. Meat/Alternates

3. Fruits

4. Vegetables

5. Whole Grains

# Milk

## Fat content per age group

- What kind must be served?

## Parent preferences

- What about lifestyle choices?

## Medical restrictions

- What about special diets?

## Quantities per age group

- How much to serve?

## Milk Calculations

- How much to buy?

# Serving Milk in the CACFP



United States Department of Agriculture



## Serving Milk in the CACFP

Use the information below to see what kind of milk to serve in the Child and Adult Care Program (CACFP) to those in your care.



### Newborn through 11 months old

- ✓ Breastmilk
- ✓ Iron-fortified formula

*Breastmilk is allowed at any age in the CACFP.*

### 12 months through 23 months (1 year through 1 year and 11 months)

- ✓ Unflavored whole milk

*Iron-fortified formula may be served to children between the ages of 12 months to 13 months to help with the transition to whole milk.*

### 2 years through 5 years (up to 6th birthday)

- ✓ Unflavored fat-free (skim) milk
- ✓ Unflavored low-fat (1%) milk

*Unflavored whole milk and unflavored reduced-fat (2%) milk may be served to children between the ages of 24 and 25 months to help with the transition to fat-free (skim) or low-fat (1%) milk.*

### 6 through 12 years, 13 through 18 years, and adults

- ✓ Unflavored fat-free (skim) milk
- ✓ Flavored fat-free (skim) milk
- ✓ Unflavored low-fat (1%) milk
- ✓ Flavored low-fat (1%) milk\*

*Non-dairy beverages may be served in place of cow's milk when a participant has a special dietary need.  
Please contact your Sponsoring Organization or State agency for more information.*

# Serving Milk in the CACFP

## For Adult Participants:

Yogurt may be served in place of milk once per day.

A serving of milk is optional at supper.

## The Facts on Flavored Milk:

Flavored milk cannot be part of a reimbursable meal or snack for children 5 years old and younger.

Homemade flavored milk made by adding flavored straws, syrups, and powders to unflavored milk also cannot be part of a reimbursable meal or snack for children 5 years old and younger.

Flavored milk served to children 6 years old and older and to adults must be fat-free (skim) or low-fat (1%).

*\*Flavored low-fat (1%) milk is allowed for children ages 6 and older and adults in the CACFP from July 1, 2018, until June 30, 2019, and is subject for updates pending Final Rule for Child Nutrition Programs: Flexibilities for Milk, Whole Grains, and Sodium Requirements.*

More training, menu planning, and nutrition education materials for the CACFP can be found at <https://teamnutrition.usda.gov>.



# Fluid Milk Substitutions



# Milk Calculation

Age Group	Total Number of Children/Adults	Age/Serving Sizes	Meal Services	Number of Operation Days	Total oz. Needed	Total Gallons or ½ Pints Needed	Weekly TOTAL
X the number of meals served with Milk							÷ 4.33
1 year olds (Whole Milk)	6	4	2	21			
				Total Whole Milk :	<u>1008</u>	<u>7.875</u>	1.8187067
					128	# Gallons	
					<u>1008</u>	<u>126</u>	29.099307
					8	# ½ Pints	
2 year olds	11	4	2	21			
3-5 year olds	18	6	2	21			
6-12 year olds or At-Risk	28	8	1	21	<u>11088</u>	<u>86.625</u>	
				Total :	128	# Gallons	20.005774
					<u>11088</u>	<u>1386</u>	320.09238
					8	# ½ Pints	
X the number of meals served with Milk							
Adults	<u>30</u>	8	1	21	<u>5040</u>	<u>39.375</u>	9.0935335
				Total :	128	# Gallons	
					<u>5040</u>	<u>630</u>	145.49654
					8	# ½ Pints	

# Meat/Alternates

Yogurt

Tofu

Lean meats

Peanut butter, nut butters, seeds

Cheese foods and spread (not “product”)

Poultry

Fish


Eggs

Cooked dry beans or peas

# Fruits

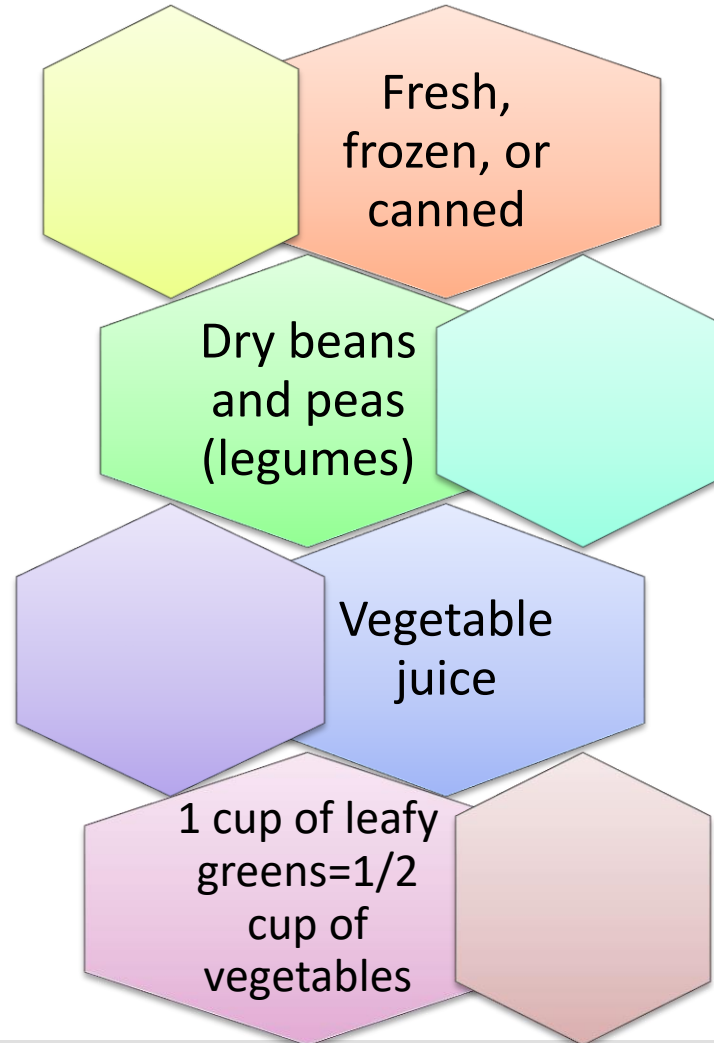


Pasteurized, full-strength juice-once per day



100% fruit and vegetable juice blends may contribute to the fruit requirement when fruit juice or puree is the most prominent ingredient.

# Vegetables



# Whole Grain-rich

- At least one serving per day must be 100% whole grain.
  - Indicate it on the menu “WGR”
- Whole grain-rich, enriched, or fortified
- All grains must be made with enriched or whole grain-rich meal or flour.

# Easy Whole Grain Swaps

White Rice	→	Quinoa, Brown Rice
White Bread	→	100% Whole Wheat Bread
Sugary Cereal	→	100% WGR topped with Fruit
Grits	→	Stone-ground Grits
Pasta	→	100% Whole Wheat Pasta
Cookies	→	100% WGR Crackers

# Meal Service Methods

## Different styles for different meal types

- **Cafeteria Style**
- **Family Style**
  - Minimum serving sizes of each required food component of the meal must be placed on each table (7 CFR 226.20(c)(1)-(2))

# 5-Day Sample Menu

	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast	Milk Oatmeal Grapes	Milk Banana Hard Cooked Egg	Milk Whole Wheat Toast Orange	Milk Multigrain Cheerios 100% Apple Juice	Milk WGR French Toast Strawberries
Lunch	Milk Tuna Low-sugar Yogurt Cucumber sticks Apple Sauce WGR Tortilla Wrap	Milk Lemon chicken Romaine Lettuce Tomato Sliced Carrots WG Wheat Bread	Milk Lean Ground Beef Marinara Sauce Corn Diced Pears WGR Spaghetti Noodles	Milk Tofu Celery Sticks Pineapple Chunks WGR Wheat Bread	Milk Lean Roast Beef Apple Mashed Potatoes Whole Wheat Bread
Dinner	Milk Marinated Lean Beef Sweet Potatoes Cauliflower WGr Dinner Roll	Milk Baked Chicken Peas Corn Long Grain Brown Rice Pilaf	Milk Lentil stew Broccoli Peaches Corn Bread	Milk Breaded Lean Pork Chop Baked Potato Cabbage Slaw WGR Rye Bread	Milk Red Beans and Long Grain Rice Cheddar Cheese Cubes Spinach Orange
Snacks	Enriched Banana Bread Milk	Pretzels Hummus Water	Carrot Sticks Whole Grain-rich Crackers Water Extra: Ranch Din	Graham crackers Low-Sugar Yogurt Water	Banana Sun Chips Water

# Combination Foods



Pizza

Ravioli

Stews, Soups

Spaghetti with Meat Sauce

Egg Rolls

Chicken Nuggets

Fish Sticks

# Child Nutrition Labels/ Product Formulation Sheets

	CN	000000
CN	five .875 oz. breaded fish nuggets with APP provides 2.0 oz. equivalent meat/meat alternate and 1 serving of bread alternate for the Child Nutrition Meal Pattern Requirements. (Use of this logo and statement authorized by the Food and Nutrition Service, USDA 08/00	CN
	CN	

For more information:

<http://www.fns.usda.gov/cnlabeling/child-nutrition-cn-labeling-program>

# Infant Meal Pattern

Infant Meal Pattern Food Components:		Age Group and Serving Size:	
		Birth – 5 months:	6 – 11 months:
Breakfast and Lunch/Supper	Breastmilk <sup>1</sup> or formula <sup>2</sup>	4-6 fl. oz.	6-8 fl. oz.
	<i>*And one or more of the following:</i>		
	Infant cereal <sup>2,3,5</sup> , meat, fish, poultry, whole egg, cooked dry beans/peas		*0-4 Tbsp.
	Cheese		*0-2 oz.
	Cottage cheese		*0-4 oz. (volume)
	Yogurt <sup>4</sup>		*0-8 oz. (1 cup)
	<i>*And:</i>		
	Vegetable or fruit, or a combination of both <sup>7</sup>		*0-2 Tbsp.
Snack	Breastmilk <sup>1</sup> or formula <sup>2</sup>	4-6 fl. oz.	2-4 fl. oz.
	<i>*And one or more of the following:</i>		
	Bread <sup>3,5</sup>		*0-1/2 slice
	Crackers <sup>3,5</sup>		*0-2
	Infant cereal <sup>2,3,5</sup> or ready-to-eat cereal <sup>3,5,6</sup>		*0-4 Tbsp.
	<i>*And:</i>		
	Vegetable or fruit, or a combination of both <sup>7</sup>		*0-2 Tbsp.
<b>*NOTE: A SERVING OF THIS COMPONENT(S) IS REQUIRED WHEN THE INFANT IS DEVELOPMENTALLY READY TO ACCEPT IT.</b>			

# Feeding Infants: Solid Foods

- **Introduction at 6 months old, or when developmentally ready**
- **Institution is required to provide solid foods**
- **Parent/guardian request**
- **Home or commercially prepared baby foods**
- **Iron-fortified cereal**
- **No: honey, cheese spread/food, juice**

# Infant Menus

TNDHS 5-Day Weekly Menu for Infants

Type	Component	Minimum Serving		Date:	Date:	Date:	Date:	Date:
		Birth Through 5 Months	6 Through 11 Months	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	<sup>1,2</sup> Breastmilk or Iron Fortified Infant Formula	4-6 fluid ounces	6-8 fluid ounces					
	<sup>2</sup> Infant cereal, meat, fish, poultry, whole egg, cooked dry beans, or cook dry peas, or Cheese, or Cottage cheese, or <sup>3</sup> Yogurt, or a <sup>4</sup> combination of the above		0-4 Tablespoons  0-2 oz. 0-4 oz. 0-4 oz.					
	<sup>4, 5, 7</sup> Vegetable and/or Fruit		0-2 Tablespoons					
Lunch/Supper	<sup>1,2</sup> Breastmilk or Iron Fortified Infant Formula	4-6 fluid ounces	6-8 fluid ounces					
	<sup>2</sup> Infant cereal, meat, fish, poultry, whole egg, cooked dry beans or cooked dry peas; or cheese; or cottage cheese; or <sup>3</sup> yogurt; or a <sup>4</sup> combination of the above		0-4 Tablespoons  0-2 oz. 0-4 oz. 0-4 oz.					
	<sup>4, 5, 7</sup> Vegetable and/or fruit		0-2 Tablespoons					
Snack	<sup>1,2</sup> Breastmilk or Iron Fortified Infant Formula	4-6 fluid ounces	2-4 fluid ounces					
	<sup>3, 4, 5, 6</sup> Bread, or Crackers, or Infant cereal, or Ready-to-eat breakfast cereal		0-½ slice 0-2 crackers 0-4 Tablespoons 0-4 Tablespoons					
	<sup>4, 5, 7</sup> Vegetables and/or Fruit		0-2 Tablespoons					

# Parent Preference Letter

## CACFP INFANT MEALS – PARENT PREFERENCE LETTER

**TO:** Parents and Guardians of Infants under one year of age

**FROM:** **Name of Center  
or Provider**

**TOPIC:** Who will provide food for your infant's meals?

Due to participation on the Child and Adult Care Food Program (CACFP), all children enrolled at this child care center or family child care (FCC) home receive meals free of charge. The CACFP is a child nutrition program of the United States Department of Agriculture. Child care centers and family child care homes are reimbursed a meal rate to help with the cost of serving nutritious meals to enrolled children. These centers and FCC homes can be reimbursed daily for up to two meals and one snack served to each enrolled child, including infants. Emergency Shelters can be reimbursed for up to three meals. The meals must meet CACFP meal pattern requirements for children and infants.

To meet CACFP requirements, the center or FCC home is required to offer formula and other required infant food to all enrolled infants. The iron fortified infant formula we will provide for infants until they turn one year of age is:

**Center or provider to insert the  
NAME OF FORMULA that they will provide**

A parent or guardian may decline the formula offered by the center or home and supply the infant's formula themselves. However, when an infant turns one year of age, the center or FCC home will begin to provide milk and the other required food items to meet the meal pattern requirements for toddler age children.

To assist us in your infant formula and food preferences, please complete preferences below by checking one item each in the formula and solid food section.

### PARENT OR GUARDIAN: PLEASE CHECK YOUR PREFERENCES FOR FORMULA AND FOOD

#### Formula or Breast Milk: (check one)

☐

I want the center or FCC home provider to provide formula for my infant

☐

I will bring iron fortified infant formula for my infant

**Parent/Guardian: List Name of Formula You Will Provide**

☐

I will bring expressed breast milk for my infant

☐

I will come to the center or FCC home to breast feed my infant

#### Solid Food: (check one)

☐

I want the center or FCC home to provide solid food for my infant when he/she is developmentally ready for it

☐

I will bring solid food for my infant when he/she is developmentally ready for it

**\*Note:** If your feeding preferences change, the center or provider will ask you to complete a new form.

**INFANT'S NAME:**

**INFANT'S BIRTHDATE:**

**PARENT/GUARDIAN  
SIGNATURE:**

**DATE:**

# Infant Meal Count Records

[illegible]

# Policies and Updates

- **CACFP 10-2021 Consolidated Appropriations Act, 2021: Effect on Child Nutrition Programs May 5, 2021**
- **COVID-19 Oversight Reporting Questions and Answers April 20, 2021**
- **CACFP 08\_2021 Reimbursement for Meals and Snacks Served to Young Adults in the Child and Adult Care Food Program: Implementation Guidance for State Agencies April 9, 2021**

# Policies and Updates

- **CACFP-07-2021 Child Nutrition Emergency Operational Costs Reimbursement Programs: State Agency Implementation Plan Template and Q&A Guidance, March 15, 2021**
- **Child Nutrition Emergency Operating Costs Reimbursement Programs Q&A #2, March 15, 2021**
- **CACFP 05-2021 Child Nutrition Program Emergency Operating Costs During COVID-19: Implementation Guidance for State Agencies, January 26, 2021**
- **Q&A for Program Reimbursement for Emergency Operational Costs for Child Nutrition Programs during the COVID-19 Pandemic, January 26, 2021**

# Policies and Updates

- **CACFP 01-2021 Questions and Answers Relating to the Nationwide Waiver to Allow Summer Food Service Program and Seamless Summer Option through School Year 2020-2021—Extension Q&As #2, October 14, 2021**
- **COVID-19 Child Nutrition Response #70 Nationwide Waiver to Allow Meal Pattern Flexibility in the Child Nutrition Programs—Extension #5, October 9, 2020**
- **COVID-19 Child Nutrition Response #68 Nationwide Waiver of Area Eligibility in the Child and Adult Care Food Program At-Risk Afterschool Care Component—Extension, October 9, 2021**

# Policies and Updates

- Procurement: Federal Micro-Purchase Simplified Acquisition Procurement Thresholds
- Twenty-third Release of the Child Nutrition Database
- Best Practices for Defining the CNP System Replacement or Upgrade
- Best Practices for Project Management for the CNP System Replacement or Upgrade
- Audit Fund Allocation Memo Instructions

# Questions



# Upcoming Trainings



Ounce Equivalents in CACFP

September 7, 2021

9:00 am CST

CACFP Waivers Training

September 23, 2021

9:00 am CST

# Nondiscrimination Statement

In accordance with civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistance Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

# Contact Information

CACFP Main Telephone Line

(615) 313-4749

CACFP Email

[cacfp.dhs@tn.gov](mailto:cacfp.dhs@tn.gov)

Tennessee Information Payment System

<https://tndhs.cnpus.com/prod/Splash.aspx>

CACFP-Department of Human Services

[tn.gov/humanservices/children/dhs-nutrition-programs/child-and-adult-care-food-program.html](https://tn.gov/humanservices/children/dhs-nutrition-programs/child-and-adult-care-food-program.html)

Thank you!

THANK

*You*